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DDA 86-2058  
8 December 1986

MEMORANDUM FOR: See Distribution

FROM:



Chief, DDA Management Staff

25X1

SUBJECT: 1989/90 New Initiatives

1. We would appreciate your providing us brief descriptions (format and sample attached) of your proposed new initiatives for the 1989/90 program cycle and a rank order listing by 5 January. The DDA would like to meet with all Office Directors at 1000 in 7D32 on 15 January to develop a Directorate ranking of our proposed initiatives before forwarding them to the Comptroller.

2. In developing your new initiatives, you should focus on the DDA's action agenda as well as the following priority areas agreed to by the Executive Committee in October 1986:

- Improve security for our people and operations.
- Develop and implement a comprehensive counterterrorism program to reflect a serious Agency commitment toward solving this problem.
- Provide communications and ADP systems able to meet priority processing requirements on a sustained basis.
- Provide adequate facilities to house our workforce and equipment.
- Invest in critical new technologies needed for the future analytic, operational, and collection environment.
- Enhance our ability to disseminate our product electrically and interact with our customers.
- Improve our ability to recruit, train, and compensate our employees so that we can retain a highly skilled, motivated workforce to meet the challenges of the 1990s.

3. During 7 - 9 January we will hold working level sessions with your office representatives to ensure that we fully understand your proposals and the problems they are intended to address. At least two of these sessions

  
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will be joint: one consisting of the Offices of Personnel, Medical Services, Training and the Personnel Security portion of the Office of Security, and the other consisting of the Offices of Information Technology, Communications and the printing and publication components of the Office of Logistics. This will help us ensure that the related activities of these components are fully coordinated. Additional sessions will be determined once we see your proposals.

4. The Comptroller has advised that we should limit the growth of positions and that the small projected growth in Agency resources for 1989-90 means that new initiatives will have to compete against the base and investment programs for resources.

5. As a first step, please reexamine the 1989 initiatives in your 1988-89 program to determine if they should be retained, revised or dropped. If they are to be retained or revised you can provide us the CPB-5 form you submitted during the recent Congressional exercise with any changes instead of descriptions on the attached forms. Zero 1989 initiatives, however, need to be provided on the attached forms.

6. We will review ongoing initiatives later. If you are aware of any significant funding level change from the current profile, however, please let us know when you forward your new initiatives.

7. Have your staffs give us a call with any questions. We will be working closely with them, sharing any additional guidance that we can.



25X1

Attachment: as stated

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## S E C R E T

NEW INITIATIVE FORMATDirectorate/Expenditure Center:Initiative Name and FY:Date of Full Operating Capability:

(Most initiatives will achieve full operating capability (FOC) in 1989/1990. Only those initiatives that necessitate substantial investment before providing a tangible capability should be considered as reaching FOC beyond 1989/1990.)

Cost Estimate:

(Dollars in Thousands)

	<u>1989</u>	<u>1990</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
Funds					
Positions					

(For initiatives that achieve FOC in 1989/1990, reflect only the minimum resources needed to sustain the capability in 1990/1991.)

Problem to be Addressed:

A series of succinct factual statements (bullets) identifying the problem and providing details of the expanded or new Agency mission/capability which has created the requirement.

Proposal:

Bullets outlining the proposed solution.

Justification for Proposal:

Bullets identifying the benefits that will accrue to the Agency mission as a result of the implementation of the proposal.

Description of Funding  
Requirements:

Bullets which detail the positions and nonpersonal services funds which are needed to accomplish the proposal.

Coordination:

Identify the components that have coordinated on the proposal.

Space Impact Statement:

Identify the square footage required for equipment and office space and indicate current availability of such space. Office space allocations allow 135 sq.ft. per workstation.

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Next 1 Page(s) In Document Denied